

APPENDIX

Appendix 1. Staffs and Trainees





Appendix 2. Appraisal Form

Internship Appraisal Form


INTERNSHIP
PLACE: Kanva2 Patisserie by Vincent Nigita

First Name Alysa Last Name Diansari

Review Period/s : ☐ Monthly ☐ Quarterly ☐ Bi-annually ☐ Annually Date Joining _____

Intern's Position : _____ Department : _____

REVIEW DATE : _____ Direct Supervisor : _____ x



AKADEMI KULINER & PATISERI
OTTIMMO®
INTERNASIONAL
CULINARY ARTS GASTRONOMY BAKING & PASTRY ARTS

GRADING FACTORS

1. ORGANIZATIONAL & COMMUNICATION

Staffs Relations

Consistently demonstrates: attentiveness, courtesy and efficient service to other staff.
Creates friendly environment.

4

Team Player

Cooperates and works well with others. Enthusiastic, portrays s positive manner and
Works toward the Company's goal/s.

4

Follow -Through

Sees tasks through completion. Finishes work so that next shift is prepared.

3.5

2. CUSTOMERS INTERACTIONS

Customer Relations (*if any)

Consistently demonstrates: attentive, courtesy and efficient service to customers.
Treat customers with Considerations and Respects

4

3. PERSONAL PRESENTATIONS

Grooming Standards

Practices and displays proper grooming, personal hygiene and care.

4

Maintains hair and facial hair (*if any) per proper F&B industrial standards

Uniforms

Always wear the proper and designated uniform.

4

4. ON THE JOB & KNOWLEDGE

Dependability

Can be counted upon to do what is expected and required

4

Follow instructions and completes work on time with minimum supervision

Work Quality

Work performed according to Chef's standard and on-site work requirements

3.5

All job descriptions specification are met. Consistency in work. All recipes are followed

Work Quantity

Complete the expected amount of work in relation to Company's standards

4

Grading Guidelines.

Using the 4 point scale below, fill up the following table:

- 4 – Exceeds expectations
- 3.5 – Somewhat Exceeds Expectations
- 3 – Meets expectations
- 2.5 – Somewhat meets expectations
- 2 – Less than expectations
- 1.5 – Somewhat less than expectations
- 1 – Inadequately short of expectations

Discussions/Notes;

During the training period Alyssa has done the job at kavkaz
patisserie by vincent nigita very well. Can follow Senior instructions
well. Easy going person, attention to detail, keep learning and keep growing!

PERFORMANCE SUMMARY * to be filled by OTTIMO International

TOTAL POINTS _____


RATING _____

ACTION PLANS FOR DEVELOPMENT NEEDS

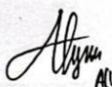
1. _____
2. _____
3. _____
4. _____
5. _____

III. SIGNATURES


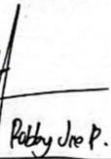
On-Site Manager/Owner/Chef

Signature & Stamp:  Ombor Yani Dated 03-07-2025

The Intern

Signature:  Alyssa Dimasari Dated 28-07-2025

OTTIMMO International Master Gourmet Academy

Signature & Stamp:   Betty Joe P. Dated 28/07/2025
Dept Head Student Affairs

Appendix 3. Certificate



PERFORMANCE EVALUATION

Evaluation Subject	Average score
1. Job Knowledge	4.00
2. Quantity & Quality of Work	3.92
3. Character & Personality	4.00
4. Courtesy, Personal Appearance & Attendant	3.96
SCORE TOTAL	3.97 (A)

(A) : 3.51 - 4.00: Excellent
(B) : 3.00 - 3.50: Good
(C) : 2.50 - 2.99: Enough
(D) : 1.00 - 2.49: Poor

KANVAZ
PÂTISSERIE


EVELYN WIJAYA
Chef De Partie

by VINCENTHIGITA


GUSTI AYU DINA PUSPITASARI
Human Resources Manager


Appendix 4. Correction List

1 Agustus 2025 / 13.43.10.30



AKADEMI KULINER & PATISERI
OTTIMMO®
INTERNASIONAL
(CULINARY ARTS | GASTRONOMY | BAKING & PASTRY ARTS)

Student Name : Alyssa Diansari
Student Number : 2274130010029
Exam Day & Date : Selasa, 1 Agustus 2025
Lecture : Ryan Yeremia Iskandar, S.S.
(19821218 1601 023)

No	Correction List	Page	Approval
			

Acknowledge,
Advisor



Ryan Yeremia Iskandar, S.S.)
19821218 1601 023



AKADEMI KULINER & PATISERI
OTTIMMO®
 INTERNASIONAL
CULINARY ARTS | GASTRONOMY | BAKING & PASTRY ARTS

Student Name : Alyssa Diansari
 Student Number : 2274130010029
 Exam Day & Date : Selasa, 1 Agustus 2025
 Lecture : Heni Adhianata, S.TP., M.Sc
 (19900613 1402 016)

No	Correction List	Page	Approval
	cek note da laporan revisi kirim ke email heniadhianata@ottimmo.ac.id		ke [Signature]

Acknowledge,
 Advisor

Ryan Yermia Iskandar, S.S.)
 19821218 1601 023



AKADEMI KULINER & PATISERI
OTTIMMO®
INTERNASIONAL
CULINARY ARTS | GASTRONOMY | BAKING & PASTRY ARTS

Student Name : Alyssa Diansari
Student Number : 2274130010029
Exam Day & Date : Selasa, 1 Agustus 2025
Lecture : Anthony Sucipto, A.Md.Par
(19960325 2201 085)

No	Correction List	Page	Approval

Acknowledge,
Advisor

Ryan Yermia Iskandar, S.S.)
19821218 1601 023

Appendix 5. Consultation Form



Akademi Kuliner & Pastry
OTTIMMO
INTERNASIONAL

CONSULTATION FORM
INDUSTRIAL TRAINING /
FOODPRENEURSHIP

No	Date	Topic Consultation	Name/ Signature
1	15/ 7-25	Chapter II consultation	
2	21/ 7-25	Sop Keparasian	
3	21/ 7-25	Product Picture	
4	22/ 7-25	Activities Performed	
5	23/ 7-25	Problems and Solutions	
6	24/ 7-25	Chapter I	

Name : Alyssa Diganari
Student Number : 2214130010029
Advisor : Eyan Yerenia Brandar

No	Date	Topic Consultation	Name/ Signature
7	24/ 7-25	Conclusion	
8	25/ 7-25	Heading correction	
9	28/ 7-25	Format correction	
10	28/ 7-25	List check	
11	28/ 7-25	Page 2 correction	
12	28/ 7-25	Final check	

RECAPITULATION OF INDUSTRIAL TRAINING ACTIVITIES

Name : Alyssa Diansari

Study Program : D3

Placement of *Industrial Training* : Kanvaz Patisserie by Vincent Nigita

Field of Work : Chocolate Department

Week	Description of activities
1 - 4	<ul style="list-style-type: none"> • Orientation • Learn how to temper chocolate • Learn how to make decor • Make to do list • Make daily production • Learn how to make tomorrow's order • Go to general store • General cleaning • Restock ganache and praline • Spray bonbon • Make wording • Lining cocoapod • Make bonbon's shells • Inventory • Helping pastry make eclair crumble • Rnd valentines chocolate • Make praline for valentine's chocolate • Make white coating • Make valentine decor
5 - 8	<ul style="list-style-type: none"> • Make chocolate valentine • Make bonbon's shell • Make ganache for bonbon • Make fan decor • Spray cocoapod decor • Lining cocoapod decor • Make bonbon and chocotab orders • Make ganache for bonbon • Make caramelized almond • Make cashew praline • General cleaning • Inventory

9 - 12	<ul style="list-style-type: none"> • Make bonbon orders • Make chocotab order • Make ganache for bonbon • Shooting eid videos • Make 1000 pieces flat choco fan • Make chocosticks for bakery • Make decor cocoapod • Stock bonbon's shell • General cleaning • Inventory
13 - 16	<ul style="list-style-type: none"> • Make chocotab order • Helping pastry making canele rnd • Make swirl decor • Make wording • Helping pastry pipe macarons • Learn how to pipe cheesecake • Learn how to coating pavlova • Make chocostick for bakery • Make bonbon order • Make flat praline for chocotab • Make chocolate snow decor • General cleaning • Inventory
17 - 20	<ul style="list-style-type: none"> • Make wording for birthday cake • Make bonbon order • Make chocotab order • Make flat praline for chocotab • Make ganache for bonbon • Helping pastry make macaron • Trial make choco medal and choco truffle • Stock bonbon's shells • Spray decor cocoapod • Lining cocoapod decor • General cleaning • Inventory
21 - 26	<ul style="list-style-type: none"> • Stock bonbon's shells • Make ganache for bonbon • Make choco flat praline for chocotab • Make bonbon order • Make chocotab order • Helping pastry cut cucumber for cucumber insert

	<ul style="list-style-type: none"> • Make chocostick for bakey • Make cocoapod decor • Lining cocoapod • Rnd madelline coating for wedding • Helping pastry pipe cheesecake • Helping pastry build ricecake • Helping pastry cut marble cakes • Quality check strawberries for wedding cake decor • Make fan decor • Helping pastry assamble italian wedding cake • General cleaning • Inventory
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